

Deborah Cline
Deborah@DeborahCline.com
DeborahCline.com
361-236-6999

Dear Hiring Manager,

I am writing to express my strong interest in the Office Assistant position with your organization. With over 15 years of diverse industry experience and a proven history in providing comprehensive administrative support, I am confident that my skills and qualifications will make a valuable contribution.

As an experienced and detail-oriented administrative professional, I have successfully operated in various industries and have achieved various certifications in business communication, office procedures, healthcare fraud prevention, Medicare compliance, and HIPAA privacy and security. Throughout my career, I have honed my skills in data entry, file management, maintaining accuracy and efficiency in data processing and customer service.

In my current role as a Remote Office Assistant at DevMark Forensics, I provide comprehensive support to the forensics team, which includes conducting document management, records review, and case preparation. Collaborating closely with attorneys and clients, I oversee highly confidential documents while strictly adhering to confidentiality protocols. Additionally, my previous experience as a Brand Ambassador at Mar Azul Tequila has equipped me with exceptional customer relationship-building skills.

I am confident that my proven ability to ensure seamless operations, deliver clear communication, and meticulously manage time and documentation will enable me to make a valuable contribution to your organization. I am eager to bring my resourcefulness, attention to detail, and dedication to delivering high-effective work standards to your organization.

I welcome the opportunity to discuss my qualifications further and how I can contribute to the success of your organization. Thank you for considering my application. I have attached my resume for your review, and I look forward to the possibility of meeting with you to discuss how I can add value to your team.

Thank you for your time and consideration.

Sincerely,

Deborah D. Cline

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361-236-6999 | Deborah@DeborahCline.com | DeborahCline.com

Professional Summary

Experienced and detail-oriented office assistant with over 15 years of diverse industry experience, including computer forensics, education, insurance, and marketing. Possessing certifications in healthcare fraud prevention, Medicare compliance, and HIPAA privacy and security. Skilled in providing exceptional customer service, ensuring accurate data entry, and efficiently managing files. Seeking a position with an organization that can leverage my extensive skills and training to achieve mutual growth and success.

Key Skills

Resourceful Office Assistant Ensuring Seamless Operations for Busy Offices

- Excellent Written and Verbal Communication
- Detail-Oriented Excelling in Time Management
- Accurate and Efficient in Data Entry
- Highly Motivated with Strong Organizational Skills
- Meticulous Filing and Organization Skills
- Proficiently Skilled in Microsoft Office Suite

Work Experience

DevMark Forensics

Remote Office Assistant
February 2021 – Present

Corpus Christi, TX

- Conduct digital document management, records review, and case preparation for digital forensics start-up, supporting the forensics team with comprehensive assistance.
- Collaborate with attorneys and clients to meticulously prepare legal documents and oversee highly confidential documents while strictly adhering to confidentiality protocols.
- Maintain up-to-date knowledge of local court rules and procedures, enabling accurate preparation of legal documents and trial preparation protocols.
- Enhance customer satisfaction by delivering exceptional service and addressing client needs promptly and effectively.

Mar Azul Tequila

Brand Ambassador
February 2019 - February 2021

San Antonio, TX

- Enhanced brand recognition and drove brand recognition through branded sampling events and impactful social media campaigns.
- Fostered and nurtured strong relationships with merchants and vendors, optimizing business partnerships and collaborations.
- Orchestrated and executed photoshoots for engaging social media campaigns, effectively showcasing products, lead generation and driving customer engagement.

Plum Dandy Pie & Bake Shoppe

Owner, Baker

September 2015 - February 2019

Corpus Christi, TX

- Conceptualized and successfully launched a specialized baking company offering Pies and Cakes.
- Implemented successful diversification strategies by expanding into catering services, contributing to company growth.
- Received prominent recognition in a local magazine for the exceptional craftsmanship of cakes produced.
- Assumed full responsibility for planning, directing, and controlling all aspects of the company, including financial performance and profit and loss (P&L) management.

Enterprise Consulting Services

Medical Records Technician

March 2014 - September 2015

Corpus Christi, TX

- Performed on-site visits to various medical facilities, effectively digitizing medical charts and records to enhance data accessibility and accuracy.
- Executed the digitization process for complete medical records and medical record abstracts, displaying meticulous attention to detail and strict adherence to established standards.
- Demonstrated unwavering compliance with Medical Record Department functions, policies, and practices, ensuring full adherence to HIPAA laws and regulations for safeguarding patient privacy and confidentiality.
- Maintained up-to-date knowledge of relevant laws and regulations pertaining to medical records, proactively integrating best practices into daily operations to ensure adherence and protect patient information.

Community leadership

Jaxson Hayley Foundation

Nonprofit Board Member

July 2023 - Present

Round Rock, TX

- Currently serving as Secretary on the Board of Directors for a two-year term, actively contributing to strategic decision-making and governance.
- Record and distribute accurate minutes of meetings, ensuring timely documentation of discussions and actions.
- Facilitate effective communication among board members and maintain official documents and records with meticulous attention to detail, ensuring organization and compliance with record-keeping requirements.

Certifications

- Business Communications I & II
- Keyboarding I & II
- Office Procedures I & II
- Fair Housing Certification

Education

Tuloso Midway High School - Corpus Christi, TX, 1991